

MICROSOFT POWER AUTOMATE INTRODUCTION

Discover how to use the Power Automate and in what contexts it can be used.

 **ODYSSEY**
TRAINING™

By 



1 DAY



Expected outcomes

- Understand the purpose of Power Automate and in what contexts it can be used
- How to create and customise flows using the built in templates
- How to build automatically triggered flows from scratch using actions and conditions
- How to build flows that run on a schedule
- How to create flows that can be triggered by the user as required including requesting approval

What is Power Automate?

- Terminology
- Types of Flows
- Accessing Power Automate
- Navigating Power Automate

Using templates

- Create a flow using a template
- Testing your flow
- Editing a flow

Creating automated cloud flows

- Creating a flow from scratch
- Adding actions
- Using conditions
- Checking the run history
- Changing the owner of the flow

Creating scheduled cloud flows

- Using Apply to each controls
- Writing expressions
- Filtering with OData

Creating instant cloud flows

- Using variables
- Sending approval requests
- Renaming steps

Please note that content and terminology may vary slightly between different software versions. We offer training in all of the latest software versions.

Prerequisites

Participants will need to have a good understanding of using Office 365 including SharePoint, OneDrive, Outlook and Teams.

Practical, relevant training
developed for the Australian
workplace.

1300 793 951
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